



# CITY OF ATLANTA

## Job Announcement

### POLICE REPORTS TECHNICIAN (D)\*

**STARTING SALARY: \$25,943**

**Salary Grade: 9**

**Applications Accepted From: August 8, 2005 until August 12, 2005**

#### **Minimum Job Requirements**

Applicants for this position must have a high school diploma or GED and one year of clerical and report writing experience; or any equivalent combination of training and experience which provides the requisite knowledge, skills, and abilities for this job. (No substitution will be allowed for the high school diploma or GED.) Must obtain Georgia Crime Information Center (GCIC) certification within six months of appointment and maintain certification while in this classification.

#### **Duties of the Job:**

This employee receives and reviews various police reports including crime incidents, arson, assault, and traffic violations; analyzes contents of reports and classifies crime incidents according to state and federal reporting guidelines; compiles statistical data for reports; researches and locates records using computer systems; retrieves police reports for courts, law enforcement agencies, crime victims, and the general public; types routine correspondence; maintains files and records; and performs related duties as required.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

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**The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.**

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**The Examination for This Job Will Consist of an Evaluation of Applicant Training and Experience.**

**Applicants who meet the above requirements are placed on the eligible register in three categories: highly qualified, well qualified, and qualified.**

**\*THERE IS A SALARY DIFFERENTIAL FOR SHIFT WORK. THIS POSITION MAY REQUIRE SHIFT WORK.**

THIS POSITION REQUIRES THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT MAY INCLUDE, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, VOICE STRESS ANALYSIS, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.